

SOP: Meeting Scheduling

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1. PURPOSE

- 1.1. This procedure establishes the process to schedule convened meetings.
- 1.2. The process begins when additional meetings need to be scheduled.
- 1.3. The process ends when sufficient meetings are scheduled.

2. POLICY

- 2.1. The [Organization] may convene unscheduled meetings to deal with urgent issues that the IRB cannot address in a scheduled meeting, provided members are given timely notification and a justification for convening the unscheduled meeting.

3. RESPONSIBILITY

- 3.1. HRPP staff members carry out these procedures.

4. PROCEDURE

- 4.1. Create a schedule of meetings at least one month in advance at a frequency specified by the [Organizational Official].
- 4.2. Make the schedule available to IRB members and investigators.
- 4.3. Notify the following individuals of the updated schedule:
 - 4.3.1. IRB members
 - 4.3.2. [Organizational Official]

5. REFERENCES

- 5.1. ICH-GCP E6 3.3.2